

SY 2021-22 LEA Health and Safety Plans

LEA Name: St. Coletta Special Education PCS

LEA Contact: Christie Mandeville

LEA Type: Pre-K;Elementary;Middle School;High School;Adult

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Background and Purpose

[OSSE's Health and Safety Guidance for Schools](#) is issued for LEAs and private, parochial and independent schools (schools). LEAs and schools must develop and submit to OSSE comprehensive health and safety plans. This plan is intended to provide the public with information on how the LEA will support the safe reopening and operation of school buildings, including guidelines on masking, social distancing, handwashing and respiratory etiquette, cleaning and maintaining healthy facilities, and appropriate response to a positive COVID-19 case.

OSSE reviewed each LEA's responses to the questions for clarity, completeness, and compliance with the DC Health and OSSE health and safety guidance for schools and provided feedback to the LEA. Before publication, LEA's were given the opportunity to revise their responses based on OSSE's feedback. LEAs and schools are responsible for incorporating additional or updated public health guidance into their policies and procedures throughout the school year as such guidance is released.

Face Masks

1. Provide the LEA's plan to comply with the requirements to:

- a. except for specific circumstances (e.g., while eating) articulated in OSSE's guidance, all students, staff and visitors, including those who are fully vaccinated, must wear non-medical face coverings or face masks at all times while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and
- b. masks must be worn correctly.

All school staff members and essential visitors, including those who are fully vaccinated, must wear a non-medical face covering/mask at all times while at school or while participating in any school-related activity. St. Coletta of Greater Washington will provide reusable and disposable masks as needed (e.g. mask was forgotten or mask becomes soiled). St. Coletta school staff and visitors will comply with OSSE DOT mask requirements in situations when they must be on the school bus (such as to assist with a student). Instances where a staff member or visitor may remove their mask or face covering include when actively eating/drinking and when necessary to provide instruction to a student (such as those with hearing or visual impairment). St. Coletta School will also provide masks with clear windows and face masks in instances where it would increase student access to instruction.

Students, including those who are fully vaccinated, will be required to wear a non-medical face covering/mask as often as possible as appropriate to the student's cognitive and physical abilities (including consideration of medical or developmental contraindication). Students will be provided face masks to wear.

2. Provide the LEA's policies and procedures in the event that a student, staff member, or visitor is unable or unwilling to wear a face mask at all times.

Students are not required to wear a face mask if wearing one would impede their ability breathe or if otherwise contraindicated for medical, physical, or developmental reasons. Students will be encouraged to wear masks as often as possible and as appropriate to the student's cognitive and physical abilities. Those that can are asked to wear one throughout the day as necessary. Staff members, contractors, and essential visitors that are unable or unwilling to wear face masks are not permitted to enter or remain in the building.

3. Provide the LEA's policies and procedures to support physical distancing between individuals and within and across groups, including in classrooms, common spaces, during arrival and dismissal procedures, and during extracurricular activities.

To increase safety throughout the school day, St. Coletta School will implement the following social distancing protocols (as guided by DC DOH, OSSE, and the CDC).

- Each classroom will be considered a student cohort. Mixing of student cohorts will be avoided as much as possible and will be minimized as much as possible when necessary (such as when transitioning students into the building from buses).

- Social distancing of 3 - 6 feet will be maintained to the extent possible throughout the day. Exceptions to distancing will be made as needed for assisting students with self-care, behavior management, safety, and when a student's cognitive and physical skills require close physical instruction or assistance. Staff are expected to follow PPE recommendations in these instances when social distancing is not possible.
- Signs and markers will be used throughout the building and grounds to facilitate social distancing.
- Procedures for delivery of therapeutic intervention and provision of specialized instruction will include methods to facilitate social distancing.
- Only essential visitors will be allowed in the building, subject to a visitor screen.
- To limit mixing between groups of students and staff, bathrooms will be assigned by classroom cohort. Members of different classroom groups cannot use the same bathroom simultaneously.

Morning Unloading of Buses

- Buses will begin unloading at 8am
- Between 6 and 8 buses will be allowed into the loading dock area; of those in the loading dock, unload 4 at a time in a staggered fashion (the flow of dismissal will be controlled by someone outside with the buses)
- Students unloading buses will be directed to one of two entry points (regular loading dock entrance or end of village green entrance)
- Students being dropped off at the front of the building will be escorted to their classroom. The entry area should not have more than 5 parents waiting at once. When that number is reached, anyone who arrives will have to wait outside until someone exits

Afternoon Loading of Buses

- Groups of students will be dismissed to buses directly from classrooms using a system of walkie-talkies and video conferencing technology to announce bus arrivals. Any medical, wheelchair safety, or other checks will be completed as students exit the building to board the bus.
- Students who are being picked up from the front of the building will be called from the front, via walkie-talkie and will be escorted by a staff member from his or her classroom cohort. The area at the front of the building should not have more than 5 parents at a time. If that number is reached, anyone waiting to pick up their child will need to wait outside.

4. Provide the LEA's policies and procedures regarding the use of cohorts for students and/or staff, including steps to minimize interactions between cohorts, as applicable.

St. Coletta School is offering 100% in-school instruction for the 2021-2022 school year. Virtual learning opportunities will be available for those with an approved medical exception.

- Each classroom will be considered a cohort of students. The number of students and staff assigned in each classroom will be considered based on social distancing guidelines and levels of student assistance required.

- Desks will be spaced six feet apart from each other. Students will be encouraged to remain at their desks and use that area to complete activities throughout the day.
- Each classroom will have individual supplies for each student to complete activities and if materials must be shared, they will be cleaned between uses.
- Movement breaks will be provided throughout the day and some of these movement breaks will be outdoors. Only one classroom cohort will be in the playground area or basketball court at a time.
- Specials classes will take place within the classroom (music and art) or in dedicated outdoor or large ventilated space (horticulture and adapted PE).
- Students will have the opportunity to participate in individual work sessions with their teachers, dedicated aides, and therapists.
- Bathrooms will be assigned to specific groups of students and staff to minimize mixing cohorts.

5. Provide the LEA's policies and procedures to support handwashing and respiratory etiquette including frequent, proper handwashing strategies and encouraging covering coughs and sneezes.

St. Coletta school will reinforce frequent, proper handwashing strategies by staff and students, to include washing with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains at least 60 percent alcohol should be used and will be available throughout the school building.

Key times to perform hand hygiene include:

- o before eating food;
- o after using the toilet;
- o before and after putting on, touching, or removing cloth face coverings or touching your face;
- o after blowing your nose, coughing or sneezing; and
- o entering and exiting a classroom or between activities.

Additionally, students and staff will be encouraged to practice good respiratory hygiene (e.g. covering coughs and sneezes) through hygiene instruction in the classrooms, signage, and trainings.

6. Provide the LEA's plan to make available adequate supplies (e.g., soap, paper towels, hand sanitizer, tissues) to support healthy hygiene practices including, as relevant, in classrooms, bathrooms, offices and common spaces.

Classrooms and offices will be supplied with cleaning kits/cleaning supplies to support healthy hygiene practices. Cleaning kits will be refilled by facilities department regularly and upon request. Hygiene supplies in bathrooms will be maintained and refilled by contracted cleaning service daily.

- 7. Provide the LEA's policies and procedures to acquire, distribute and support the appropriate use of PPE including gowns/coveralls, gloves, surgical masks, eye protection (face shield or goggles) and N95 masks, as relevant and necessary.**

Plan to provide personal protective equipment (PPE) Personal Protective Equipment

- St. Coletta of Greater Washington has entered partnership with a distributor to acquire/purchase PPE, including but not limited to: disposable face masks, hand sanitizer, face shields, gloves, disposable gowns, and cleaning solutions.
- St. Coletta of Greater Washington will house a 60 day supply of PPE and will subsequently reorder supplies when supplies diminish to 30 days.
- PPE will be delivered to staff through an online ordering system. It will be delivered by a single individual outside their respective location so that no mixing of cohorts will occur.
- All staff members must wear a non-medical face covering/mask at all times while at school.
- St. Coletta of Greater Washington will provide 2 reusable face coverings/masks to each staff member.
- Students will be encouraged to wear masks as often as possible if appropriate to the student's cognitive and physical abilities. Students will be provided face masks to wear.
- St. Coletta staff will be responsible for maintaining and sanitizing their face coverings/masks.
- Gloves, face shields, and disposable gowns will be made available as needed for student instruction and management of student personal care.
- St. Coletta will provide technical assistance for any staff requiring a fit test for an N-95 mask. Once an appropriate N-95 mask size is identified, St. Coletta will purchase and maintain a supply of masks for the assigned staff member.

Maintain Clean and Healthy Facilities

- 8. Provide the LEA's schedule for routine cleaning of rooms, surfaces and objects, including high touch objects and surfaces (e.g., pens, keyboards, elevator buttons, light switches, handles, stair rails, faucets, phones, doorknobs, grab bars on playgrounds).**

	<i>Between Uses (by school personnel)</i>	<i>Throughout Day (by school personnel)</i>	<i>Daily (by vendor)</i>	<i>Weekly (by vendor)</i>
<i>Surfaces</i>		<i>C, D</i>	<i>D</i>	<i>D</i>
<i>Bathrooms</i>	<i>C, D</i>		<i>D</i>	<i>D</i>
<i>Doorknobs</i>		<i>D</i>	<i>D</i>	<i>D</i>
<i>Playground</i>			<i>S</i>	<i>D</i>
<i>Hallway floors</i>			<i>D</i>	<i>D</i>
<i>Windows</i>			<i>D</i>	<i>D</i>
<i>Desks and chairs</i>			<i>D</i>	<i>D</i>
<i>Mats and positioning equipment</i>	<i>C,D</i>			

Legend: C=Clean D=Disinfect S=Sanitize

School personnel will be responsible for cleaning and disinfecting necessary items and spaces during the school day. Classroom staff and therapists will clean and disinfect lesson materials and activity equipment in between each student use. They will also clean and disinfect bathrooms and changing tables between student uses. Additionally, St. Coletta facilities department has dedicated staff members who routinely disinfect high touch surfaces in the building throughout the day.

9. Provide the LEA's cleaning and disinfecting protocols in the event that (1) a student, staff member, or visitor develops symptoms of possible COVID-19 while in the school; or (2) if the school is notified that a student, staff member or visitor who tested positive has been in the school.

In the event of a positive COVID-19 case in the school community, the school will control spread by disinfecting all exposed materials and limit personnel from entering the contaminated area(s). No individual(s) will be allowed in the potentially contaminated area(s) directly following identification of a known positive case without gloves and masks and other PPE, as deemed necessary. The school cleaning vendor will be notified and asked to conduct thorough cleaning and disinfecting. The scope of deep cleaning includes:

- Use of disinfectant cleaner on hard non-porous surfaces (phones, keyboards/mice, tables, chairs, windows, doorknobs, locker surfaces, outside of appliances, file cabinets, monitors, printers/copiers, and gym bleachers)
- Dusting of vents
- Spray of disinfectant cleaner on walls and vents

- Scrubbing of floors with disinfectant cleaner
- Bonneting of carpets with disinfectant cleaner

If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 during the school day or within 24 hours of being in the building, the school will clean and disinfect the area(s) where they have been and close the areas where the sick individual has been.

- If a COVID-19 case is confirmed during the day AND the COVID-19 positive individual is in the facility, then the cohort will be dismissed and the room vacated as soon as possible.
- Staff will adhere to all PPE best practices including; wearing a face mask and gloves for all steps of the cleaning process.
- Once the room is vacated, St. Coletta will wait until after student dismissal that day before entering the room to clean and disinfect.

If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 and it has been more than 24 hours, but less than three days, since the individual was in the school building, the school will clean any areas where the individual has been.

- Disinfection is not necessary.

If a student, staff member, or essential visitor develops symptoms of or tests positive for COVID-19 and it has been more than three days since the individual was in the building, there will be no change in the cleaning procedure. St. Coletta will follow the routine cleaning procedures outlined in this plan.

10. Provide the LEA's plan to make available sufficient and appropriate cleaning and disinfection supplies.

Each classroom will be equipped with a cleaning supply kit that will be checked and refilled by facilities regularly or upon request. The kit will contain items needed for compliance with cleaning and disinfection guidelines (paper towels, gloves in various sizes, approved disinfectant, wipes). Safe cleaning procedures and PPE use expectations (such as wearing gloves when cleaning or disinfecting materials) will be included with each kit. Cleaning and disinfection supplies will be used in conjunction with the listed strategies to help maintain a clean learning environment.

- Student specific instructional materials/manipulatives will be kept separate when possible.
- Instructional materials that need to be used by multiple students will be cleaned between each use.
- Items that have been in a student's mouth or soiled by bodily secretions will be immediately set aside. These items will be cleaned and sanitized by a staff member wearing gloves before being used by another child.
- Built in opportunities in the schedule for cleaning instructional spaces
- Laundry rooms will only be used for unsoiled school owned items. Student owned clothing will be sent home in a sealed bag for laundering.

- Machine washable toys should be used by only one child and laundered in between uses.
- Mats and bedding are to be individually labeled and stored.
- Mats will be placed at least six feet apart while in used and cleaned and sanitized between uses.
- Bedding will be washable and laundered at least weekly or before use by another child.
- Mats/cots may be stacked between uses if it is cleaned or sanitized appropriately before stacking.
- Hand sanitizer and/or cleaning wipes will be readily available next to frequently touched equipment (such as copy machines) and throughout the building.
- All staff that may be cleaning or disinfecting spaces throughout the building will wear gloves and adhere to PPE best practices.

11. Provide the LEA's plan to perform necessary maintenance to ventilation and water systems and features (e.g., sink faucets, drinking fountains, decorative fountains) so that they are ready for use and occupancy and are adequately maintained throughout the operating period.

St. Coletta School will ensure building systems, such as ventilation and water systems and features (e.g., sink faucets, drinking fountains, decorative fountains), are safe to use.

Ventilation

Prior to reopening after any prolonged shutdown, the school will engage with the HVAC vendor to ensure the systems operate properly and increase circulation of outdoor air as much as possible. To date, the HVAC has been checked routinely and is operating properly. Additionally, shared spaces are outfitted with HEPA air filters that will be maintained by the school facilities department. Doors will be opened where possible to maximize air quality for occupants while considering safety and health risks such as risk of falling, outdoor air quality triggering asthma symptoms, building fire safety, and security. Fire rated doors should never be propped or left open for increased circulation.

Water System

Prior to reopening after any prolonged shutdown, the school will flush all water systems to clear out stagnant water and replace it with fresh water. This process will remove any metals (e.g., lead) that may have leached into the water and minimize risk of Legionnaires' disease and other diseases associated with water following [CDC guidance](#) and as described below:

- Flush hot and cold water through all points of use such as sinks, drinking fountains, toilets, urinals, and showers.
 - Water heater will be set to 140 degrees Fahrenheit and hot water will be flushed at each fixture using hot water until its maximum temperature is reached.
- Additional water using devices, such as ice machines and drinking water dispensers, will be flushed in accordance with manufacturers' instructions.

To date, the water system has been maintained by the school facilities department through the initial phases of school closure and through reopening. Water fountains will continue to be closed and St. Coletta school will make water bottles available.

Response to a Confirmed or Suspected COVID-19 Case

12. Describe the LEA's policies and procedures to:

- **a. Comply with the requirement to not admit or to dismiss any student, staff member or visitor who is COVID-19 positive or otherwise meets criteria for exclusion, per OSSE's guidance; and**
- **b. Dismiss any individual or cohort that is potentially exposed to COVID-19 within the school setting.**

All school personnel and essential visitors to the school campus will be subject to a daily health screen. Answers to the health screen will be collected from staff members electronically (via online survey) prior to each entry to the building. The health screen will be completed with visitors at the main entrance by appointed staff members. Any staff members or essential visitors who do not pass the program's daily health screen shall not be admitted and shall be instructed to call their healthcare provider to determine next steps. If staff member or visitor develops a fever or other COVID-19 symptoms during the school day they will be dismissed from the building. If the staff member or essential visitor is not able to leave the school immediately, they will report to the identified isolation space. Once there, the staff member should make arrangements to depart the building as soon as possible.

If a student is identified to have a fever or symptoms consistent with COVID-19 while at the school, they will move to an identified location that is isolated from other individuals (isolation room). The isolation room will be a well-ventilated space. School personnel who are exhibiting symptoms will also report to the identified isolation room in applicable circumstances.

All students will be subject to a daily health screen. Visual inspections ("LOOK") for COVID-19 symptoms of students transported by school bus will occur at two points. The first visual inspection will take place by school personnel as the student disembarks from the school bus. Once in classrooms, students will receive a secondary visual screening for symptoms consistent with COVID-19.

- If school personnel observe these symptoms (or any others they may be related to illness) at the first (disembarking bus) visual inspection, the student will not be admitted to the classroom and will be escorted to the isolation room to be evaluated by the nurse as soon as possible.
- If school personnel observe these symptoms (or any others they may be related to illness) at the second (in the classroom) visual inspection, classroom staff should notify nursing department who will give direction regarding movement to isolation room and evaluation of symptoms.

For students entering through the front entrance, a parent or guardian will confirm that the student is not presenting with of the exclusionary criteria. The school personnel greeting the student will also conduct a preliminary visual inspection for symptoms. Once in classrooms, students will receive a secondary visual screening for symptoms consistent with COVID-19.

- If school personnel observe these symptoms (or any others they may be related to illness) at the first (upon drop off at the front entrance) visual inspection or if the parent/guardian indicates that they meet

any of the exclusionary criteria, the student will not be admitted to building.

- If school personnel observe these symptoms (or any others they may be related to illness) at the second (in the classroom) visual inspection, classroom staff should notify nursing department who will give direction regarding movement to isolation room and evaluation of symptoms.

Students with Symptoms

Once in the identified isolation room, students will be re-evaluated by nursing (including but not limited to temperature check and visual inspection for COVID-19 symptoms).

- If a student no longer meets the criteria for a fever (temperature at or above 100.4°F) and does not present with symptoms, they will be permitted to go to the classroom.
- If a student presents with a fever (temperature at or above 100.4°F) or other associated COVID-19 symptoms, the school nursing team will notify the parent. The parent/guardian will be asked to pick up the student immediately and should notify the school of the pickup plan within one hour. Social workers may assist in communicating with the parent/guardian as needed. Unless it is a medical emergency where a nurse is required for continued care, assigned staff will remain with the student in the identified quarantine area. As much as possible the staff supervising the student in isolation should remain distant (at least 6 feet) but within sight. PPE requirements will be maintained in the quarantine space. The student who is sick will be required to wear a face mask or covering to the extent possible.

Cleaning and disinfecting procedures will be followed after the sick individual departs.

If the school is notified of a positive case, St. Coletta School will dismiss individuals or cohorts that potentially may have been exposed to COVID-19, while awaiting guidance from DC Department of Health.

13. Provide the LEA's plan to comply with the requirements to:

- **a. Identify a staff member as the COVID-19 point of contact (POC) to whom families, staff, contractors and vendors should report a positive case of COVID-19 and who is responsible for reporting positive cases of COVID-19 to DC Health;**
- **b. Report any applicable positive COVID-19 case in a student, staff member or essential visitor to DC Health on the same day the school is notified;**
- **c. Not exclude students or staff with pre-existing health conditions that present with specific COVID-19-like symptoms on the basis of those specific symptoms, if a healthcare provider has provided written or verbal documentation that those specific symptoms are not due to COVID-19.**

St. Coletta school has appointed a COVID-19 point of contact for reporting of positive COVID-19 cases. In the event of a confirmed COVID-19 case in a student, staff member, or essential visitor, St. Coletta school will report the case to DC Health (dchealth.dc.gov/page/covid-19-reporting-requirements) as soon as possible and within the day that the case was reported. St. Coletta school will collaborate with them to guide and determine our response with respect to contact tracing, exclusion of individuals or cohorts, and possible closures. St. Coletta school, through an appointed communications team, will notify families and school staff

of any confirmed COVID-19 case at the school per DC Health Directive.

Students or staff with pre-existing health conditions resulting in a presentation similar to that of COVID-19 are asked to provide documentation from a health care provider. Students or staff members with this documentation on file with the school will not be prevented from entering the school building. Additionally, St. Coletta has notified (via letter) and will update families and staff of the DC Health recommendation that those who are high-risk should consult with their medical provider before attending in-person activities at school.

14. Provide the LEA's procedures to support DC Health with contact tracing in the event of a positive case of COVID-19.

In order to support contact tracing, St. Coletta School will maintain classroom cohorts in the 2021-2022 school year. Mixing of cohorts (students and staff) will be minimized to the extent possible. Each classroom is equipped with a sign in sheet for individuals not assigned to the classroom but interact with the classroom cohort for more than 15 minutes in a 24-hour period (such as a related service provider or behavior specialist). St. Coletta School will continue to implement procedures that minimize mixing of cohorts and maximize social distancing during periods of transition (primarily student arrival and departure procedures).

15. Describe how the LEA will notify the school community, as appropriate, of the positive case and corresponding actions taken by the LEA.

St. Coletta school, through an appointed communications team, will notify families and school staff of any confirmed COVID-19 case at the school per DC Health Directive. Communication with families and school staff will include:

- Notification to the entire school or the affected classroom that there was a COVID-19 positive case, those impacted will be notified and told to quarantine, and steps that will be taken (e.g., cleaning and disinfection);
- Education about COVID-19, including the signs and symptoms, available at coronavirus.dc.gov;
- Referral to the Guidance for Contacts of a Person Confirmed to have COVID-19, available at coronavirus.dc.gov;
- Information on options for COVID-19 testing in the District of Columbia, available at coronavirus.dc.gov/testing; and
- Information for school staff on accessing priority testing at the public testing sites, including the location of public testing sites, available at coronavirus.dc.gov/testing. School staff may identify to testing site staff that they are an educator or school staff to receive priority.
 - Priority does not affect the turnaround time for receiving test results.

COVID-19 Testing and Vaccines

16. If applicable, describe the LEA's current or planned COVID-19 testing protocol for symptomatic and/or asymptomatic students and/or staff, including steps the LEA will take to encourage participation in the

testing program. Please include the LEA's plan to ensure that results of such testing programs are reported to DC Health per DC Health's COVID-19 reporting requirements: dchealth.dc.gov/page/covid-19-reporting-requirements.

St. Coletta School will not be implementing surveillance testing for staff or students in the 2021-2022 school year. Vaccination for COVID-19 will be required for all St. Coletta of Greater Washington employees (including school staff). The school has determined that surveillance testing for our student population is not an appropriate mitigation strategy.

17. Provide the LEA's plans to support COVID-19 vaccination of staff and students, as eligible, including efforts to encourage participation in public and community-based vaccination opportunities.

Vaccination against COVID-19 will be required for all St. Coletta staff for the 2021-2022 school year. St. Coletta of Greater Washington has formed a team ("Team Innovate") whose goal is to support COVID-19 vaccination of staff. The team is composed of individuals from a variety of roles within the organization. The team has and will continue to share public and community-based vaccination opportunities. They have worked to remove as many logistical barriers to getting vaccinated as possible (such as highlighting the most proximal vaccination sites and assisting with scheduling during the work day). St. Coletta school continues to update parents on vaccination opportunities for students.

Students with Disabilities

18. Provide the LEA's plans to provide appropriate accommodations to students with disabilities with respect to its health and safety policies and procedures.

As a program specifically serving students with disabilities, St. Coletta School anticipates the need to implement significant accommodations to teach students about and assist our students with following health and safety procedures. Teachers and classroom staff will continue to provide students with adapted lessons detailing health and safety procedures (e.g. hygiene, social distancing, implications of COVID-19, etc.). We recognize and anticipate limitations in following mask and social distancing procedures by our students. Masks are medically or developmentally contraindicated for many students and many students require close physical assistance for self-care, behavior intervention, or access to education. School staff will work with students to wear masks to the extent safe and tolerated. Additionally, staff will adhere to PPE use recommendations as outlined in DC Health guidelines. Necessary PPE is readily available in each classroom and throughout the school.

Training, Technical Assistance, and Monitoring

19. Please provide the LEA's plan to provide training and technical assistance on its policies and procedures to safely reopen schools in accordance with the DC Health Guidance for Schools and the OSSE Health and Safety Guidance for Schools, including:

- a. who will receive training and technical assistance; while on school grounds, on school buses and while participating in any school-related activities, including physical education and sports; and
- b. the topics that the training and technical assistance will address; and
- c. how and by whom the training and technical assistance will be delivered.

St. Coletta School will continue to provide training and updates on its policies and procedures for a safe school reopening to all stakeholders. School administration holds town halls with parents/families for communication/training on health and safety expectations for students, families, and school staff (including mask wearing, student exclusion and return to school requirements, positive COVID case communication, and school mitigation actions). School staff offers individualized technical assistance as needs arise for families (e.g. developing a plan for mask wearing or obtaining a mask exemption letter for transportation). In-service meetings, led by school administration, are held with all school staff for training on all health and safety procedures (including mask wearing, social distancing, appropriate use of PPE, hygiene, student arrival and departure procedures, staff dismissal and return to work procedures, and vaccination opportunities). Technical assistance has been offered at both the group and individual level as needs arise. Examples of provided technical assistance include strategies for adhering to health and safety procedures for students needing significant physical assistance, scheduling vaccination appointments, and ensuring compliance with return to work guidelines following a positive COVID-19 case, illness, or travel. Technical assistance is provided by a school administrator or direct supervisor, whichever is most appropriate. Training and technical assistance will be ongoing as health and safety guidance is updated and as unique needs arise for the organization.

20. Provide the LEA's plan to monitor the implementation of the health and safety plans at each campus, including how, when and by whom the implementation will be monitored, and how the LEA will respond if a given campus is not adhering to the plan.

St. Coletta of Greater Washington has appointed a COVID compliance officer who is tasked with monitoring implementation of health and safety guidance and subsequent implementation of the health and safety plan by the school administration. In this role, the compliance officer maintains a direct line of communication with the school administration team regarding compliance status. In the event of non-compliance, an appropriate school administrator completes with follow-up within their department to ensure adherence. Additionally, school administrators provide “on the ground” visual checks of adherence to health and safety procedures (e.g. mask wearing, hygiene practices, social distancing, etc.).

21. Describe the LEA's plans to communicate key health and safety policies and procedures to students, families, staff and visitors.

St. Coletta school will provide multifaceted communication of health and safety policies and procedures to stakeholders. Students will receive classroom instruction on following appropriate hygiene, cleaning, and distancing procedures. This may come in the form of direct instruction/teaching lessons or adapted visuals throughout the school. For families, staff, and visitors, the school's health and safety policies and procedures are posted on the school website. School staff have participated in in-services and department meetings for training and review of health and safety expectations. Families have also received health and safety communication through emails, letters, and town hall meetings. Visitors will be informed of health and safety expectations when scheduling their visit and upon entering the building. Signage is posted throughout the school to remind and encourage adherence to all health and safety procedures. St. Coletta School plans to continue employing these communication methods throughout the 2021-2022 school year.